

Spring Semester 2025 Academic Calendar 8 WEEK COURSE OFFERINGS

Session ONE – first 8 weeks of the term January 13th – March 7th	
Through January 12	Drops/withdrawals will receive 100% refund
January 12	Last day to Add without instructor permission via MyArgoExpress
January 13	Spring 2025 Classes Begin for 8-week session 1
January 20	Martin Luther King Jr. Day – Campus Closed/No Classes
January 13 – January 27	For courses dropped during this timeframe, there is no reflection on a transcript.
February 17	President’s Day – Campus Closed/No Classes
January 27	Last day to Add courses with Instructor Permission
January 28 – February 14	Drops during this timeframe will reflect in a “W” on the transcript Advisor or Division/Department Chair permission required to drop course(s)
February 15 – February 28	Drops during this timeframe will reflect a “WP” or “WF” for the course Advisor permission required
February 28	Any requested incomplete grade due from Faculty to Registrar’s Office
March 7	End of first 8-week session
March 11	Grades due in MyArgoExpress by 12:00pm (noon)
March 13	Grades available to students via MyArgoExpress

*** 8 Week Sessions do not have a traditional Spring break. ***

Session TWO - second 8 weeks of the term March 10th – May 2nd	
January 27	Last day for new students to initially register for the term.
Through March 9	Drops/withdrawals will receive 100% refund
March 9	Last day to Add without instructor permission via MyArgoExpress
March 10	Spring 2025 Classes Begin for 8-week session 2
March 10 – March 21	For courses dropped during this timeframe, there is no reflection on a transcript
March 21	Last day to Add courses with Instructor Permission
March 22 – April 11	Drops during this timeframe will reflect in a “W” on the transcript Advisor or Division/Department Chair permission required to drop course(s)
April 18 – April 21	Easter Observance – Campus Closed/No Classes
April 12 – April 25	Drops during this timeframe will reflect a “WP” or “WF” for the course Advisor permission required
April 25	Any requested incomplete grade due from Faculty to Registrar’s Office
May 2	End of second 8-week session
May 6	Grades due entered by noon, in MyArgoExpress
May 8	Grades available to students via MyArgoExpress

Drop/Add, Withdrawal and Refund Information

- Students can add courses via Argo Express through the first day of classes. During the next 9 business days of the session, students must obtain written approval from instructors to add courses and must submit the approval to the Registrar’s Office in person or via email registrar@uprovidence.edu. Students can drop courses via a completed drop form submitted to the Registrar’s Office or ArgoExpress through the first 10 business days of the session. On day 11 students can drop by obtaining a withdrawal pin from their advisors, prior to the last week of the course throughout the session, please refer above for dates.
- Any student withdrawing after the first day of classes will be responsible for payment of ALL fees (i.e. general fees, technology fees, lab fees, etc.) as well as applicable tuition charges (see below).
- Courses dropped within the first 10 business days of the session will have no reflection on a transcript.
- Withdrawn courses are reflected on a transcript (dis-enrolling from a course after the 10th business day of session) with a grade of “W”
 - Complete Withdrawals means to no longer be enrolled in a given term at the University. A student who has withdrawn is no longer considered enrolled at UProv for the term and therefore cannot be verified as enrolled for any reporting purposes.

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Drop/Add, Withdrawal and Refund Information

- To drop or add courses, students must fill out a change of registration form in the Registrar's Office or submit changes via MyArgoExpress.
- If students are withdrawing from all courses at UProvidence, they must initiate a withdrawal at <https://www.uprovidence.edu/current-students/> and submit the Request for Withdrawal Form at the bottom of the page.
- Complete withdrawals cannot be completed via MyArgoExpress. Refund percentages will be calculated according to the schedule below.
- Students who stop attending classes without submitting a formal drop, withdrawal, or complete withdrawal will receive grades of F (Failure).
- Full refunds will be given for courses cancelled by the University.
- Financial aid funds are available to assist students with their University bill. However, it is the student's responsibility to ensure that all bills are paid in full.
- If students fail to process a change of registration form (drop/add, withdrawal, or complete withdrawal), the full amount of tuition for all classes must be paid. Refunds are calculated from the date of written request to withdrawal received by the University of Providence Office or the activity date recorded in MyArgoExpress.

DROPPING A COURSE - Refund Schedule

8 Week Courses

** UP RETAINS ALL FEES**

Within the first 10 business days of the session (drop/add period)

- For students paying the flat rate, a change that keeps students within the flat rate results in no financial ramifications.
- For students paying per credit tuition, but have not paid their bill (i.e. not the flat tuition rate, Graduate Students) tuition is reassessed per credit.
- Students dropping 8-week session course(s) will receive a 100% refund through the first day of class, and 0% on/after the first day of class.
- When the result of the schedule change is falling below 12 credits for campus students, tuition is reassessed per credit (and no longer assessed as flat tuition); however, 100% is refunded for the dropped courses.
- When courses are dropped within the first 10 class days, so long as the student is still enrolled with the University, the student will receive 100% refund of tuition (flat rate or per credit) for the dropped course(s). The University retains all fees.

After the Session begins

- Students completely withdrawing will receive a 100% refund through the first day of class, and 0% on/after the first day of class.
- For students paying the flat rate, a change that keeps students within the flat rate results in no financial ramifications.

Spring 2025 COMPLETE WITHDRAWAL Refund Schedule

8 Week Courses

** UP RETAINS ALL FEES**

Spring 2025 - First 8 Week Session Complete Withdrawal Refund Schedule

Through January 12	100%
January 14 – February 28	0%

Spring 2024 - Second 8 Week Session Complete Withdrawal Refund Schedule

Through March 9	100%
March 11 – April 25	0%

TITLE IV AID WILL BE REFUNDED ACCORDING TO THE DEPARTMENT OF EDUCATION FEDERAL REFUND POLICY.

Refund Policy - 8 Week Courses – Oregon Cohorts

Refund of tuition is correlated to the percentage of the course attempted / completed.

- “Oregon Cohort” is identified as any student residing in the state of Oregon
- After a class for which a student is enrolled begins, a student who withdraws from the course is eligible for a partial refund through the middle week of the term. Refunds shall be based on unused instructional time and shall be prorated on a weekly basis.
- The term “withdrawal” indicates a complete withdrawal from all courses. A student who has withdrawn is no longer considered enrolled at UProvidence for the withdrawn term and therefore cannot be verified as enrolled for any reporting purposes.
- Full refunds will be given for courses cancelled by the University.
- Financial aid funds are available to assist students with their University bill. However, it is the student’s responsibility to ensure that all bills are paid in full.

Student completes this amount of training:	School keeps this percentage of tuition:	Student is refunded this percentage of tuition:
Prior to class start date and up to 6 th class day	0%	100%
One week or up to 10%, whichever is less	10%	90%
More than one week (or 10%) and up to two weeks (or 25%), whichever is less	25%	75%
More than two weeks and up to four weeks (or 25% through 50%) whichever is less	50%	50%
More than four weeks (or 50%)	100%	0%

Drop/Add, Withdrawal Information

- See Academic Calendar for information related to reflection on an academic transcript.
- If students are withdrawing from all courses at UProvidence, they must submit a [Request for Withdrawal Form](#) (scroll to bottom of page to find fillable form). Complete withdrawals cannot be completed via MyArgoExpress.
- Students who stop attending classes without submitting a formal drop, withdrawal, or complete withdrawal will receive grades of “F” (failure).
- Title IV Aid will be refunded according to the Department of Education Federal Refund Policy. Visit [our financial services page](#) for more information about return of Title IV funds.

Refund Policy - 8 Week Courses – Washington Cohorts

Refund of tuition is correlated to the percentage of the course attempted / completed.

- “Washington Cohort” is identified as any student residing in the state of Washington
- After a class for which a student is enrolled begins, a student who withdraws from the course is eligible for a partial refund through the middle week of the term. Refunds shall be based on unused instructional time and shall be prorated on a weekly basis.
- The term “withdrawal” indicates a complete withdrawal from all courses. A student who has withdrawn is no longer considered enrolled at UProvidence for the withdrawn term and therefore cannot be verified as enrolled for any reporting purposes.
- Full refunds will be given for courses cancelled by the University.
- Financial aid funds are available to assist students with their University bill. However, it is the student’s responsibility to ensure that all bills are paid in full.

Student completes this amount of training:	School keeps this percentage of tuition:	Student is refunded this percentage of tuition:
Prior to class start date and up to 6 th class day	0%	100%
One week or up to 10%, whichever is less	10%	90%
More than one week (or 10%) and up to two weeks (or 25%), whichever is less	25%	75%
More than two weeks and up to four weeks (or 25% through 50%) whichever is less	50%	50%
More than four weeks (or 50%)	100%	0%

Drop/Add, Withdrawal Information

- See Academic Calendar for information related to reflection on an academic transcript.
- If students are withdrawing from all courses at UProvidence, they must submit a [Request for Withdrawal Form](#) (scroll to bottom of page to find fillable form). Complete withdrawals cannot be completed via MyArgoExpress.
- Students who stop attending classes without submitting a formal drop, withdrawal, or complete withdrawal will receive grades of “F” (failure).
- Title IV Aid will be refunded according to the Department of Education Federal Refund Policy. Visit [our financial services page](#) for more information about return of Title IV funds.